

RESOLUTION NO. 99-62

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REALLOCATION OF THE PARKS  
NATURALIST POSITION TO PROGRAM  
COORDINATOR, AND FURTHER APPROVING THE  
CLASS SPECIFICATION AND SALARY RANGE

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RESOLVED, that the Lodi City Council does hereby approve the reallocation of the Parks Naturalist position to Program Coordinator, and the class specification for Program Coordinator, as shown on Exhibit A, attached hereto; and

BE IT FURTHER RESOLVED, that the City Council hereby approves the salary range as follows:

	A	B	S T E P C	D	E
\$	2,563.17	\$2,691.33	\$2,825.90	\$2,967.19	\$3,115.55

Dated: April 21, 1999

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I hereby certify that Resolution No. 99-62 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 21, 1999 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Nakanishi, and Land (Mayor)

NOES: COUNCIL MEMBERS – Mann and Pennino

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
ALICE M. REIMCHE  
City Clerk

## PROGRAM COORDINATOR

### DEFINITION:

Under direction, develops, plans, organizes and administers various programs and activities in the Parks and Recreation Department. Coordinates the activities of both the Parks Division and Recreation Division, with the activities of members of the community and various community groups, to implement programs designed to meet recreational needs; and performs related duties as required.

### SUPERVISION EXERCISED AND RECEIVED:

Receives supervision from designated Parks and Recreation supervisory staff. May supervise various part-time and volunteer staff.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Coordinates, schedules, directs and monitors the work of designated volunteers and staff.
- Conducts and/or assists in the training of volunteers and subordinate staff.
- Performs administrative tasks such as purchasing materials, record keeping, preparing correspondence, and assisting in budget preparation.
- Coordinates, designs, and prepares exhibits and displays.
- Participates in seeking sources of grant revenue and grant writing.
- Coordinates and assists in the implementation of special events.
- Coordinates, oversees and participates in revenue collection and fund raising activities.
- Coordinates Parks and Recreation activities with appropriate City departments.
- Performs related duties as required.

### MINIMUM QUALIFICATIONS:

#### Knowledge of:

- Park systems and operations.
- Principles and practices of program planning and implementation.
- Grant writing processes, revenue collection techniques and budgeting.
- Basic principles and practices of supervision.
- Methods used in preparing displays and exhibits.
- Basic personal computer software applications and the operation of peripheral equipment.
- Principles and practices of purchasing and inventory control.

MINIMUM QUALIFICATIONS (Cont'd):

Ability to:

Establish and maintain cooperative and effective relationships with those contacted during the course of work.

Effectively communicate both verbally and in writing.

Plan, organize, assess and monitor the activities of personnel, members of the public and community groups, and related departmental operations.

Work creatively and independently within established guidelines and directives.

Operate personal computers and peripheral equipment, and standard office equipment.

Accumulate and analyze data, and compile reports for budgeting and program productivity.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to possession of an Associate of Arts degree from an accredited college with an emphasis in park operations, public recreation or a related field.

Experience:

One year of responsible experience in park operations, public recreation, parks and recreation administration, or a closely related field.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.